

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well.

We are in the process of finalizing [document name or description], and I would like to request your electronic signature to proceed. Please find the document attached for your review.

To sign, please follow this link: [Insert electronic signature link]. If you have any questions or need further assistance, feel free to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]